



## VILLAGE OF SHABBONA COMMUNITY GARDEN RULES AND REGULATIONS

You are the responsible party for plot # \_\_\_\_\_ (A map will be provided)

The Village of Shabbona provides gardeners the opportunity to participate in a community gardening experience through the Community Garden Plot program. Plots measure 10 feet by 10 feet. Gardening is permitted dawn to dusk.

Four plots are reserved for gardeners with limited mobility.

The rules and regulations for the Garden Plot Program ensure that all participating gardeners have the opportunity for a positive gardening experience. Garden plot sites are an asset to the community. By following the rules and regulations, gardeners demonstrate their compliance to garden successfully in a community garden plot program. All gardeners agree to follow the rules and regulations of the Garden Plot Program.

**Agreement and fee:** \$10 for 10'x10' / \$10 each additional 10'x10' plot.  
Registration paperwork will be accepted beginning on April 1.

### Contact Information

All official communication is through the listed plot holder. Make sure the Village of Shabbona always has your current address, phone number, and (if possible) email address. Updates to your contact information should be emailed to [shabbonaclerk@gmail.com](mailto:shabbonaclerk@gmail.com). The preferred method of communication will be via email.

### Transferability

You may not transfer or sublet your plot. Resident gardeners will get right of first refusal for priority of the following gardening season.

### Leaseholder Requirements

You agree to be bound by any requirement not named here that the Village of Shabbona imposes as a condition for continued use of the garden space, including undergoing a criminal background check. I understand to defend, indemnify, and hold harmless the Village of Shabbona and Shabbona Township, and their officers, agents and employees, against all suits, actions, or claims of any character brought because of *any* injury or damage received or sustained by any person, persons, or property arising out of or resulting from any asserted negligent act, error, or omission by the plot hold or other gardeners on the plot.

## Planting/Cleanup Deadlines

Clean up and prep of your plot must be completed by the following deadlines. Your plot must be clean, fully prepared, and at least half planted *by* June 1. Any unplanted plot failing to meet these conditions is considered abandoned and will be reassigned immediately, with no refund provided. If your plot is not fully planted by June 15, your plot may be reassigned to another gardener. Remove all plants and temporary structures by the October 31 Fall Cleanup deadline. The Village of Shabbona will till the soil in the fall and spring if weather cooperates.

## Expected Conduct

To retain your gardening privileges and plot, you agree to:

1. All gardening activities must be contained within the plot boundaries as marked by the Village staff.
2. Prepare your entire plot for gardening and begin planting by June 1. Complete fall clean-up by October 31. Removal of dead plants and securing plant supports are typical clean-up activities. Perennials, trees and shrubs are not allowed.
3. Fences must be mesh fence material and may be no taller than 3 feet but can have a single strand wire or string above the fence. The total height of the fence and strand of string or wire is not to exceed 8 feet. Please use black or green mesh fencing, if fencing is used. No orange fencing is allowed. All structures must be removed by October 31.
4. Simple, non-permanent structures, such as trellises, raised beds and deck box containers are permitted. Neither solid walls nor roofs are permitted. Deck boxes must not exceed 2 feet by 3 feet. All structures must be removed by October 31.
5. Poured concrete may not be used to anchor fence posts or other structures.
6. Gardeners may not dig channels or create berms outside of their plots. Gardeners may be asked by Village staff to remove objectionable items.
7. Mulches such as stone, carpet, and artificial turf are not permitted. Avoid using mulches containing large branches or weed seeds.
8. No woody plots are allowed. All vines must be kept shorter than 6 feet to prevent shade in neighboring plots. Trees of any sort are not allowed. If a Gardener's plant or roots extend and/or creates shade in neighboring plot, the Gardener may be asked by Village of Shabbona to remove or relocate the plant.
9. If you must use an organic pesticide or herbicide, you **MUST** follow these rules.
  - a. Please investigate safe, non-chemical methods first.
  - b. **READ THE LABEL.** Weed killer is not allowed. It is against federal law to use pesticide on a pest or crop that is not listed on the label.
  - c. Research the problem pest and the regulations for managing it in the University of Illinois Pests and Diseases Guide.  
<https://extension.illinois.edu/search/node?keys=pests%20and%20diseases%20guide>  
<https://extension.illinois.edu/lfssf/food-safety> (Food Safety Guide)
  - d. Mix and apply the pesticide according to the label. Increasing the dose or frequency may harm your crop or other people.
  - e. For everyone's safety, **NO** commercial, chemical or organic pesticides and **NO** fertilizers may be stored anywhere in the garden plot at any time, including locked storage bins.
  - f. Flamers or torches for weed control are **NOT** permitted due to the risk of fire and personal safety.
10. According to the state and local game regulations, it is illegal to bait, trap, or transport any animals across property lines.

11. Place all trash and garden waste in the areas provided. DO NOT dump plants or trash anywhere outside of your plot, or in surrounding park or wooded areas. It is illegal to dump on any public property.
12. Gardeners may not store excess lumber, fencing mesh or other material not needed for gardening at their plots for aesthetic and safety reasons.
13. Garden plots are to be maintained throughout the season with active planting, harvesting and weeding.
  - a) Fences are to be kept in good condition: gates on hinges; posts upright; replace severely rusted wire that could cause scratches or puncture wounds.
  - b) Keep weeds under control.
  - c) Keep weeds off fences and weeds 6 inches on the outside of the non-shared fence(s) (i.e., remove weeds from the fence to where the ground crew mows).
14. Do not block off road or garden paths and aisle ways with structures, equipment, and debris.

***When gardeners receive the contract each year, they will acknowledge that they have read, signed, and understand the Rules and Regulations of the Shabbona Community Garden.***

**Gardeners who are not in compliance with these rules will:**

1. Receive a notice by mail, email and/or phone from the Village of Shabbona;
2. Have seven (7) calendar days to correct the problem upon receipt of the notice; and
3. If the problems are not corrected or addressed within the allotted time frame, the garden plot may be reclaimed and reassigned. No refund will be issued.

## **Regulations**

These regulations are designed to make gardening enjoyable and successful for you and your garden plot neighbors. For more gardening information, visit the Watch Your Garden Grow, at the University of Illinois Extension website <https://web.extension.illinois.edu/veggies/>.

## **Existing Plot Condition**

- a) All plots are rented in their existing condition.
- b) The Village of Shabbona will till all garden plots once a year in the fall, as close to October 31 as weather allows.

## **Fences**

Fences with mesh fencing material up to 3 feet tall are permitted, but not required. The gardener supplies the materials and labor. Posts must be placed deep enough into the soil to securely anchor the post.

- a) NO poured concrete may be used.
- b) The maximum fence height is 3 feet. Fencing material must be open mesh for all fences between plots. String or 1 inch may be used above the fence to deter deer.
- c) Fences may be used as a trellis between plots only if BOTH garden plot renters agree. Fences on the outside edge may be used as a trellis for plants if the plants do not encroach or obstruct the path. We recommend separate trellises within the plot border. Plots not in compliance with the fencing and structure rules will be reclaimed.
- d) Please contact Village of Shabbona with any fencing questions. The Village has the right to make final judgment on any fencing issues.

## Structures

The Gardener supplies the materials and labor for non-permanent structures.

- a) Simple trellis structures are permitted if they do not shade other gardens. DO NOT use poured concrete for anchoring. Neither solid walls nor solid roofs are permitted.
- b) Row covers are permitted; please anchor them to prevent blowing away and store them when not in use.
- c) Deck boxes must not exceed 2 feet by 3 feet. The Village assumes no responsibility for any loss to personal property.

**All structures must be removed by October 31.**

## Making Good Plant Choices

Gardeners may grow a wide variety of fruits, vegetables, herbs, and flowers. Choosing from among the wide range of plants for the garden is challenging and fun! The regulations below will help you make good choices for gardening in a community garden plot program. Talk to your gardening neighbors to share ideas for good plant choices for success. No plants on the Invasive Plant of the Chicago Region List ([click here for list](#)) may be grown. Many of these are weeds surrounding the plots. Please control them as much as you can.

## Mulch

Using Mulch in your garden plot has many benefits. As organic mulches break down, they *add* valuable nutrients to your soil. You will need less fertilizer. They also help conserve water.

- a) Organic mulches, such as compost, leaves straw, and shredded bark are highly recommended to conserve water and *add* nutrients to the soil.
- b) Non-biodegradable mulches, such as stone, carpet, and artificial turf, are prohibited. Plastic and porous weed blocker covers are permitted but need to be secured to the ground to prevent them from blowing away.
- c) Composting plant material is an excellent way to reduce trash and conserve nutrients. Do not compost food scraps (such as meat, oils, or fat), as these attract animals.
- d) Avoid fresh manure which may contain weed seeds, smells bad, and may have sanitary issues that could affect neighboring plots.

## Watering

Gardeners will need to carry water to their plot. We recommend using water conservation methods such as mulching and selecting plants that use less water. Earth-friendly and low-water gardening methods are encouraged.

- a) Hoses are not allowed.
- b) Standing water or excessive wet spots are breeding ground for mosquitoes, which are a health hazard. Empty all containers and store them upside down.

## Managing pests

There are many potential pests in the garden, such as weeds, insects, fungi, small mammals, etc. Most can be controlled using good gardening practices. We ask all Gardeners to try these actions first. Remember the garden plot community is like a crowded neighborhood; your actions can affect everyone. Please use organic pesticides very sparingly and only as a last resort. See the University of Illinois Extension site regarding pest management <https://extension.illinois.edu/blogs/good-growing/2020-04-14-starting-garden-pest-management>.

- a) Choose plant varieties that are appropriate for our area and are resistant to pests.

- b) Keep plants healthy by using compost for fertilizer and mulches to retain water. Overwatering can cause diseases to increase.
- c) Remove insects by hand such as caterpillars and beetles.
- d) Clean up dead and diseased plants immediately.
- e) Get ideas from the Village, your fellow gardeners, bulletin boards, books and magazines, and the Internet to help you resolve your pest problems safely.

Small mammals, such as mice, voles, rabbits, squirrels and groundhogs can be a problem. Barrier methods, such as fencing below the soil line and netting, may help protect your crops.

## **ADMINISTRATION**

### **Program Management**

The Village of Shabbona Garden Plot Program is managed by the Village. Please contact (815) 824-3064 or [shabbonaclerk@gmail.com](mailto:shabbonaclerk@gmail.com).

### **Rental Procedures**

- a) Garden Plots are rented on an annual basis from the third week of April through October 31.
- b) Rental contracts will be available at the Village Office and must be signed and returned with payment. Registration paperwork will be accepted beginning on April 1.
- c) Resident gardeners in good standing will be automatically mailed renewal contracts. At that time, a gardener may request a trade to a different plot, if one is available.
- d) As a garden plot renter, the gardener and family members agree to abide by the rules and regulations of the program.

### **Inspections**

- a) The Village of Shabbona will send written notices to gardeners who are not in compliance with the rules or interfere with neighbors, or whose plots are not used appropriately.
- b) The Village of Shabbona will contact the garden plot renter to address problems.
- c) Gardeners who fail to address a rules violation within 7 calendar days, or within an alternative time frame specified by the Village, risk losing their garden plot rental.

### **Plot Return Policy**

- a) Gardeners may return their plots at any time by contacting the Village at 815-824-3064.
- b) Garden plot renters may not give away or sublet their rented plot to other renters. All garden plot trades or plot rental terminations must be approved by the Village of Shabbona.
- c) Fees are not returned or prorated if a garden plot is returned early or if it is reclaimed.

## **Waitlist**

Gardening is popular, and when applicable we maintain a waitlist of potential new garden plot renters.

## **Safety**

- a) Renters garden at their own risk.
- b) Since all plot locations are in public property, the public cannot be banned from these areas. The Village assumes no responsibility for any loss or damage to personal property, plants or produce at the Garden Plots.
- c) Should you observe illegal activities, such as theft, alcohol use, malicious damage, etc., please contact the DeKalb County Sheriff's Department at (815) 895-2155.

Be a good community garden member and enjoy the benefits of gardening in the Shabbona Community Garden Program. If you have any questions, please contact the Village at 815-824-3064 or at [shabbonaclerk@gmail.com](mailto:shabbonaclerk@gmail.com)